Agenda Template

*The work to be undertaken by Boards of Examiners will vary. For example, some meetings will be concerned primarily with deciding awards, others will be concerned primarily with progression between stages. The agenda for a meeting of a Board of Examiners might include the items listed below but will need adjustment to reflect the purposes of the particular meeting.*

# Board of Examiners for xxx

1. Introductions and Welcome to New Members
2. Apologies for Absence
3. Declarations of Interests
4. Chair's Communications
5. Comments of External Examiner(s)
6. Note the Reports of the Concessionary Meeting and the Preliminary Meeting
7. Report on Viva-Voce Examinations (if any)
8. Reports from other Boards of Examiners (as appropriate)
9. Consideration of Marks on Modules
	1. To consider statistical information on module marks
	2. To confirm module marks for students for whom there is no concessionary evidence
	3. To confirm module marks for students for whom there is concessionary evidence
10. To agree recommendations for the award of degrees and other qualifications
11. To consider the award of prizes
12. To agree recommendations with regard to progression to the next stage of the programme
13. To agree recommendations with regard to students who have not met requirements for an award or to progress
14. Confirmation of Decisions: Secretary to confirm record of decisions with Chair and obtain signature(s) of External Examiner(s)
15. Concluding Remarks from External Examiner(s)
16. Date of Next Meeting
17. Any Other Business